

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution  | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                          | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                    | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                        | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                               | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Individuals' contracts are being renewed for positions of GIS Specialists and technician and also the GIS Manager position. They are currently assigned to the Geographical Information Systems of IT, and are responsible for providing technical support on all mapping issues for the City of El Paso. Contract employees, contracts must be approved by City Council before they can assume their duties.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

Robin Ransom	\$2460.80	GIS Manager
Ida Ramos	\$1779.02	GIS Specialist
Ron J. Nelson	\$1622.03	GIS Specialist

## Statutory or Citizen Concerns:

None

## Departmental Concerns:

Department needs to have these resources in place in order to provide continued technical support on all mapping issues affecting City departments. Additionally, the City of El Paso has been designated as the site for the Regional GIS Center and will serve as the central repository place for all GIS information concerning this region.

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INFORMATION SYSTEMS

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ROBIN RANSOM**, to assist the Information Technology Department as a Geographic Information Systems Manager at a biweekly rate of \$2,460.80 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

**APPROVED** this 7th day of July, 2004.

THE CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS            )  
  )  
COUNTY OF EL PASO        )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ROBIN RANSOM**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Geographic Information Systems Manager; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of Two Thousand Four Hundred Sixty and 80/100 Dollars (\$2,460.80). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State

of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso  
Information Technology Department  
Attn: Director  
#2 Civic Center Plaza  
El Paso, Texas 79901

EMPLOYEE: Robin Ransom

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 7th day of July, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Robin Ransom  
SSN:

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Tony Montoya, Director  
Information Technology Department

ATTACHMENT A  
SCOPE OF DUTIES STATEMENT

GEOGRAPHIC INFORMATION SYSTEMS MANAGER (EL PASO CONTRACT POSITION)

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*Summary*

Under general direction, coordinate and supervise the Geographic Information Systems (GIS) team, plan and execute projects, and provide GIS technical and educational leadership and support.

*Typical Duties*

Manage and coordinate the operation and applications for GIS hardware and applicable software. Develop and implement computerized mapping system. Involves: Direct design stages of initial system development. Oversee the distribution, interfacing and interaction of hardware and software components. Establish and enforce procedures and standards for system operation. Develop standard data formats and data entry procedures. Prepare security and auditing procedures for accessing system programs in cooperation with network administrator. Provide GIS technical support, training, consulting, expertise and leadership to help build staff capacity to access and utilize external and internal GIS, and associated database tools to achieve program goals and objectives. Assist in division fiscal budget preparation.

Instruct and provide technical and operational support to system end users. Involves: Meet with users and information services staff to define and implement appropriate applications. Coordinate project and work schedules in accordance with project requirements and priorities. Provide guidance to users by arranging for or engaging in training programs. Troubleshoot system processes to resolve malfunctions.

Analyze information processing needs and recommend acquisition or upgrade of system hardware and software. Involves: Maintain inventory of system computers and components. Evaluate hardware, software, and current operating practices and procedures, and recommend improvements as necessary. Prepare cost estimates, bid specifications and evaluate vendor responses.

Supervise assigned staff in the creation, maintenance and production of GIS information. Involves: Schedule, assign, and review work. Conduct employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices.

Perform related professional and managerial duties as required. Involves: Participate in committees. Serve as liaison to City departments, public agencies and other organizations which share system resources. Substitute for supervisor or subordinates. Prepare contracts with outside entities, if required.

*Minimum Qualifications:*

Training and Experience: Equivalent to a combination of a Bachelor's degree in Management Information Systems, Computer Science, Geography, Geographic Information Systems, Planning or a related field and four (4) years experience in GIS program management.

# EL PASO CITY EMPLOYEES' PENSION FUND

## ELECTION REGARDING PENSION PARTICIPATION

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- ☐ I, as a contract employee, pursuant to my personal service contract, hereby **elect to participate** in the El Paso City Employees' Pension Fund in accordance with Chapter 2.64 of the El Paso City Code, and authorize the Comptroller's Office to make the required payroll deductions from my salary.

I have received a copy of the Summary Plan Description and have had the opportunity to ask questions regarding the Pension Fund. By signing this election I understand that once pension participation begins it will continue until my contract for employment terminates or I no longer qualify for participation in the pension plan.

I understand that my election to become a participant is irrevocable.

- ☐ I, as a contract employee, pursuant to my personal service contract, hereby **elect not to participate** in the El Paso City Employees' Pension Fund in accordance with Chapter 2.64 of the El Paso City Code.

I have received a copy of the Summary Plan Description and have had the opportunity to ask questions regarding the Pension Fund.

I understand that my election not to become a participant is irrevocable.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

WITNESS: \_\_\_\_\_





## Robin Y. Ransom

City of El Paso  
#2 Civic Center Plaza, 1<sup>st</sup> Floor  
El Paso, Texas, 79901  
Work: (915)541-4209

**Employment Objective** Administrative/Management-level Geographic Information Systems position. To advance your organization's Geographic Information System effectiveness by providing over 15 years of progressive and comprehensive GIS knowledge and expertise.

**Leadership Philosophy** *"A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be." Rosalynn Carter*

### Professional Experience (1989 to present)

(06/1998 to present)

**CITY OF EL PASO**  
Information Technology  
#2 Civic Center Plaza, 1<sup>st</sup> Floor  
El Paso, TX 79901

**GIS Manager** - full-time contract employee 40 hours/week (07/2000 to 07/2004)  
\$60,933.00/an

- Reports to the Information Technology Director for the City of El Paso, Texas and works with an IT management team to promote departmental vision and success.
- Supervises a staff of three GIS Specialists.
- Maintains current Geographic Information Systems industry standards for the City of El Paso. Reviews and recommends software enhancements. Manages the full ESRI software suite in a city-wide, enterprise-level GIS environment with over 35 departments and 150 active GIS users.
- Develops and implements a cost-effective and efficient Strategic Plan for the GIS Division that compliments the overall vision of the City of El Paso.
- Promotes interdepartmental data development and sharing by providing working User Support Groups.
- Develops new, and integrates third-party specialized GIS applications.
- Conducts in-house software training programs.
- Provides software technical support.
- Supports regional GIS inter-agency collaboration.
- Provides personnel and application support for the regional Emergency Operations Center and participates in regular EOC training and emergency situation exercises.
- Develops, implements and provides policies, procedures, standards and guidelines for user software applications.
- Manages and supervises GIS employees, including: interviewing, hiring and training employees; planning, assigning, and directing workload; appraising performance, rewarding and disciplining employees; and addressing complaints and resolving problems.
- Develops and manages the overall GIS budget, and ensures that budgeting goals and business objectives are achieved on a timely basis by implementing effective project estimation, budgeting, and status reporting procedures. Budget management includes grant administration, salaries, operating and capital improvement expenditures.
- Current Projects:
  - Traffic Management Inventory System – coordinate with ESRI and Business Partner, Azteca to implement *CityWorks*, an ArcGIS-platform asset and work management system for the City of El Paso Street Department.
  - Police, Fire, Public Transportation AVL Project – creation and incorporation of GIS data layers into the third-party software packages from Seimen's, Inc., MapInfo, and Trapeze. Achieved a 95% accuracy rate on Street centerline address matching and geo-coding in support of this project.

- Collaborate with regional, tri-state, bi-national GIS entities to formalize the PDNMaPA GIS User's Group. Includes the development of a Charter, inter-agency Memoradums of Understanding (MOU's), a 2-3 year Strategic Plan, and creation of a regional ArcGIS database clearinghouse.

**GIS Specialist - full-time employee 40 hours/week (06/1998 to 07/2000)**

\$40,040.00/an

- Reports to the Senior Long-Range Planner of the Planning, Research & Development Department for the City of El Paso.
- Supervises three full-time and one part-time employees.
- Budget administrator for the GIS/Cartography Division, including: software and hardware requirements and recommendations; ordering of drafting and computer supplies; monitoring bi-weekly payroll; perform yearly employee evaluations.
- Administer the development and maintenance of the city-wide Geographic Information System, including the spatial and relational mapping components using ARC/INFO v. 7.1 (UNIX environment), Arcview 3.1 and AutoCadLT.
- Projects include: city-wide zoning coverage, Industrial Park coverage and the 2025 Comprehensive Plan for El Paso Map Atlas.

*(09/1989 to 06/1998)*

**DONA ANA COUNTY**

430 S. Main, Rm. 120

Las Cruces, NM 88001

**GIS Coordinator - full-time, 40 hours/week (11/1992 to 06/1998)**

\$24,724.96/an

- Report to the Director of Community Development for Dona Ana County, New Mexico.
- Supervise four full-time and six part-time employees and train additional County personnel in GIS software and applications.
- Budget administrator for the GIS/Mapping Division, including: grants, salaries, software and hardware requirements.
- Inventory, maintain and purchase of computer mapping supplies and equipment.
- Administer the development and maintenance of a parcel-level county-wide Geographic Information System, including the spatial mapping component and various linked relational databases, using GEO/SQL, pcARC/INFO, AutoCad, Oracle, and CadOverlay GSX.
- Projects included: design and preparation of the prototype for the Comprehensive Plan Atlas using pcARC/INFO and Arcview 2.1; County voting precinct map for the County Clerks office; ETZ and Dona Ana County zoning map series; and the development of applications for property notification and geo-correction of the spatial database using multiple software platforms and integration.

**Mapping Technician - part-time, 20-40 hours/week (09/1989 to 11/1992)**

- Computer mapping with ARC/INFO on a project basis for the Planning Department staff; property research and mapping; updating ETZ zoning atlas series using manual cartographic techniques. Supervised two volunteer employees in the initiation of the parcel-level, county-wide spatial database.

*(05/1987 to 05/1996)*

**NEW MEXICO STATE UNIVERSITY**

Las Cruces, NM 88003

**Instructor - (10/1993 to 05/1996)**

- Developed and administered the curriculum for the following Geography courses: Introduction to Geography, World Regional Geography and Physical Geography. These courses were taught at the main campus of New Mexico State University and the White Sands branch of the Dona Ana Branch Community College.





### **Staff Cartographer - (05/1987 to 06/1991)**

- Production Cartography on a project basis for the staff and faculty at New Mexico State University; supervised two student employees; and inventoried, maintained and purchased Cartographic supplies for the Cartography Lab.

## **Education**

**Masters of Applied Geography** (May, 1995) New Mexico State University *Final GPA: 3.739*  
Specialized study: advanced cartographic techniques including: color processing, Geographic Information Systems and computer mapping. Thesis: *Map Design Analysis*. Recipient of: Graduate Assistantship, 09/1987; Rio Grande Council of Government Intern Program, Department of Housing & Urban Development, 10/1989.

**Bachelor of Science** (December, 1979) New Mexico State University *Final GPA: 3.141*  
Specialized study: cartographic techniques.

### **ESRI Certificates**

Introduction to ArcInfo Using ArcMap, ArcCatalog, and ArcToolbox, 2/01, refresher 4/03  
Programming ArcInfo with Visual Basic for Applications, 03/01  
Advanced ArcView GIS (3.x), 04/01  
Introduction to ArcSDE, 05/01  
Creating and Managing Geodatabases (for ArcEditor 8 and ArcInfo 8), 06/01  
Introduction to ArcIMS, 07/01

## **Professional Organizations and Activities**

Charter member of Paso del Norte, Mapping for Public Access (PDNMaPA) Steering Committee. Co-collaborator with University of Texas at El Paso, El Paso Water Utilities, El Paso Central Appraisal District and Border Health Research Institute.

Past member of American Cartographic Association, American Congress of Surveying and Mapping, New Mexico Geographic Information Council. Secretary for the Executive Committee of NMGIC for 1996-1998 term.

Co-collaborator with Earth Data Analysis Center-UNM, City of Santa Fe, and NM State Land Office on the NSDI Framework Demonstration Project Program for fiscal year 1996-97. Project title: *Creating a Federally Compliant State and Local Delivery System for High Resolution Framework Data*.

Nazarene Youth International President for the local chapter in Las Cruces, NM. Served in this capacity for five years.

Co-author: *2025 Comprehensive Plan for El Paso Map Atlas*, to be released.

Author: *Dona Ana County Comprehensive Plan Atlas*, to be released.

Co-author: *Dona Ana County Official Precinct Map*, 1994.

Author: *Anthony, NM-TX Road Map*, 1990.

Cartographic compiler: *New Mexico Highway Geologic Map*, 1980.